May 1, 2009

To all DCPS Employees,

As you may already know, DCPS will join the rest of DC government by upgrading to the PeopleSoft Human Resources, Benefits and Payroll System. PeopleSoft will track employee information, streamline the payroll process and allow employees a fast and convenient way to update their information. Your paycheck will reflect this change starting on May 8, 2009.

Recently DCPS sent you a letter containing your Employee Self Service username and other relevant information about changes you may notice with the upgrade to PeopleSoft. Be on the lookout for this letter at home. **If you have not received your letter by May 4th please call (202) 442 4090 for your username.** Your password will be the second part of your username and the last four digits of your social security number (all lower case, no spaces).

- Examples of passwords:
    1. If your username is jon.doe2 and last four digits of your social security number are 4321, your password is doe24321.
    2. If your username is mary.smith and the last four digits of your social security number are 1234, your password is smith1234.

Most DCPS employees will only notice a reformatted pay stub. Your first paycheck from PeopleSoft will be issued on May 8, 2009. **You will be able to view this paycheck on May 6, 2009** through Employee Self Service. You can access Employee Self Service at this site: https://pshcm.dc.gov/.

If you have any concerns about these changes we will have support staff ready to help you through the transition, on the phone and in person. We will also have resources available online.

- Please call (202) 442-4090 with any questions or concerns.
- Visit www.k12.dc.us/peoplesoft to learn more.
- If you have problems logging in call (202) 727-8700.

Sincerely,

Michelle Rhee
Chancellor, DCPS